



**Solicitation for a firm to provide a Catering Service for
the Independence Day Reception**

The U.S. Embassy in San Jose, Costa Rica has a requirement for a firm to provide a catering service for an anticipated number of 500-800 guests, attending the event on July 3rd 2017 during evening hours and at the Ambassador's residence located in San Rafael de Escazu. The firm will be responsible for providing food, soft drinks and materials that will be listed separately. The vendor must not only provide the abovementioned but they should also serve food and beverages during the Reception.

All firms that respond to the solicitation must be technically qualified and financially responsible to provide the equipment. At a minimum, each offeror must meet the following requirements when submitting its proposal:

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good past performance records; and,
- Identify specialized experience and technical competence required for the work in accordance with this solicitation.

If interested in competing for this requirement, please provide a written request for a copy of the acquisition documents to Mr. Mark Whitehead Contracting Officer, General Services Office, U.S. Embassy San Jose, by email to Gonzalezcv@state.gov or by fax: 2519-2077.